

National Elk Refuge

Volunteer Program



Thank you for your interest in volunteering at the National Elk Refuge. Please carefully read. All volunteers are required to comply with these policies.

Regulations

Training

- Volunteers are expected to attend a one day orientation and training.
- More specific on-the-job training may be required for your assigned position.

Seasons

- Summer Season May 1-October 15.
- Winter Season December 1-April 1.
- See position description for weekly work schedule.

Refuge Access

There is no public or volunteer access to any closed area of the Refuge without permission from the Refuge Manager or Deputy Manager. During off-duty hours, volunteers need consent to be in closed areas.

Keys

All the necessary keys will be checked out to you on arrival by your supervisor.

Representatives

As volunteers for the National Elk Refuge, you represent the U.S. Fish and Wildlife Service to the community and to our partners. It is critical that everyone represents the Service in a professional and friendly way.

If an issue or problem arises with one of our partners, go to your supervisor before addressing it directly with a partner.

Our volunteers have always been an integral part of informal rule enforcement on the Refuge. Examples include reminding visitors about area closures and enforcing pets on leash policies and no camping. Please report all public contacts or suspicious activity to Law Enforcement for documentation and follow-up.

Vehicle Use

Government vehicles may only be used for government business. You may not use a government vehicle to run personal errands or leave your work during a lunch break.

Housing/RV Spots

If housing is required, a quarters assignment includes utilities (heat, water and electricity). In exchange for housing or an RV spot volunteers are required to work a minimum of 32 hours per week.

Pets

Pets are allowed in RVs. All pets must be on a leash when outside and are restricted to roadways and parking areas. You must set a positive example for the public who frequently walk pets on Refuge road. If you are not in compliance with

the leash law, you will be cited.

Guests

RV slots on the National Elk Refuge are reserved for volunteers. You may have guests if they are staying in your assigned RV spot. If you have guests with RVs you should refer them to one of the private campgrounds or to the National Park Service or U.S. Forest Service.

Parking

You must park all private vehicles within your assigned RV space. Or housing area. No private vehicles are allowed in the shop parking area, this space is reserved for official government use only.

Shop Area

Eight RV sites are located next to the Maintenance Shop. There may be heavy machinery, vehicles and Refuge personnel in and around the shop during the hours of 7 a.m. to 4:30 p.m. Monday-Friday. Please be cautious around the machinery and be aware they may be noisy at times. The Refuge Road lies to the east the RV sites and has vehicle and foot traffic year-round. No Volunteer or Refuge Staff person can use government facilities (car washing station, shop tools, vehicles, etc.) for private use.

Laundry

Washers and dryers are available in the shop basement for volunteers. It is up to the volunteers to coordinate a

(continued from front)

schedule for the use of these facilities. *It is important that the shop door remain locked during non-business hours.*

Several laundromats are also available in Jackson.

Mail Services

Postal delivery is not available through the National Elk Refuge. Instead you must get General Delivery or rent a post office box prior to your arrival. **The Refuge address should not be used as a temporary address until a new one is established.**

General Delivery is available at the Post Office on Maple Way (behind K-Mart). **Note:** The Post Office on Pearl Street does not offer General Delivery. The address for the Maple Way P.O. is: *General Delivery
U.S. Post Office
1070 Maple Way
Jackson, WY 83002*

Post Office Boxes are available for rent. Just obtain a letter of seasonal residency from the Volunteer Coordinator to take the Post Office.

The Refuge permits volunteers to use its street address for UPS and FEDEX packages:
*675 East Broadway
Jackson, WY 83001*

You can also have packages addressed to the Visitor Center:
*532 North Cache
Jackson, WY 83001*

If you are expecting a package at the Headquarters office, please leave a note for Ketti or Ann along with a number where you can be contacted when your package arrives. Delivery times vary.

Faxes

If you need to send or receive a fax, contact Ketti at 733-9212, ext. 221. Any faxes received for volunteers will be put in the "Volunteer" box in the mail center.

Computers

Only volunteers and Refuge staff with the proper security clearance and training are allowed to use Government Computers. One computer is available for volunteer personal use (email, internet) in the basement library of the headquarters building.

Time keeping

Volunteers are critical to the National Elk Refuge. In addition to helping us with day to day operation, your time can be leveraged for funding.

Tracking volunteer hours is very important. Volunteers are responsible for filing out monthly time sheets and turning into your supervisor the first of every month.

Evaluations

The National Elk Refuge staff expects a high level of commitment and dedication from its volunteers. They are often performing vital functions for the Refuge and helping us fulfill our mission of protecting America's wildlife resources.

Formal seasonal evaluation will be done in conjunction with the volunteer, his/her supervisor and the volunteer coordinator, to ensure the volunteer is performing a needed function or service for the National Elk Refuge.

Refuge Staff

Steve Kallin Refuge Manager	733-9212, ext. 223
Tom Reed Deputy Refuge Manager	733-9212, ext. 224
Kristen Gilbert, Volunteer Coordinator	(307)739-9322 (Visitor Center/ Naturalist Supervisor)
Lori Iverson, Outdoor Recreation Planner	733-9212, ext. 227 (Miller House Supervisor)
Dan Huckel, Law Enforcement	690-9273
Amanda Soliday Facilities Maintenance	690-8026
Fernando Escobedo	Shop 733-2072 Cell 690-6075
Ketti Spomer, Administrative Assistant	733-9212, ext. 221 (Administration Supervisor)
Chad Ridgway	690-6073
Jackson Hole Visitor Center	734-9378

National Elk Refuge

Volunteer Resources



Directions

*To Refuge Headquarters/
Bunkhouse/Duplex*

Broadway is the main street of Jackson; every route coming into Jackson ends on Broadway. At the Town Square, West Broadway becomes East Broadway. The Refuge Headquarters is located near the east end of East Broadway.

Northbound into Jackson on Highways 26/89/191 the road becomes West Broadway.

From Highway 22: Turn left/east at the traffic light onto West Broadway.

Southbound into Jackson on Highways 26/89/ 191 the road becomes Cache Street. At the Gill Street stoplight, turn left/east. The street will curve to the right at the Teton County Recreation Center becoming Willow Street. Continue straight through the stop sign to East Broadway. Turn left onto East Broadway.

Continue on East Broadway past the hospital. The Refuge Headquarters will be on the left.

To RV Sites

Continue past the Refuge Headquarters to the very end of the paved road. Turn left on the dirt road (Refuge Road) and continue approximately ½ mile to the south entrance of the shops. The entrance is on the left, next to a sign signifying the historical Miller House. *Speed limit on the*

Refuge Road is 25 mph.

See the enclosed map.

When you arrive, check-in with your supervisor. See contact list for details. The Administrative Office hours are 8 a.m. to 4:30 p.m. Monday through Friday.

RV Sites/Housing

RV Site Description

There are twelve gravel pads available. Each pad is 20' by 45'. All the pads are "back-ins." There is space by each RV for your automobile.

There are no trees on site, but the area is grassy and offers beautiful views of the Refuge and the Teton Range. Daytime temperatures in the area average 80 degrees Fahrenheit with nighttime lows around 40 degrees Fahrenheit.

Water/ Sewer

Each site has its own water supply and sewer connection. The distance from the RV site to the sewer outlet is a distance of ~ 6'; from RV site to the water supply is ~7'. **Caution:** the water pressure is 60-65 psi. If you are not sure that the plumbing in your RV can withstand that pressure, bring a pressure regulator.

Electric

There is one electric outlet box for every two sites. The box is located on the boundary of sites 2, 4, 6 and 8. For these sites, the distance from the RV to the outlet box is ~10'. For sites 1, 3, 5 and 7, the distance to the outlet box is ~

24'. Each outlet box contains one 50-amp outlet and one 30-amp outlet. Sites 1 and 2 have 15-amp outlets as well.

Telephone Service

All of the sites have telephone connection boxes. There is a charge by the local telephone company for hooking up a telephone line. Cell phone service in Jackson is adequate.

Television

If you would like television reception during your stay here, it is recommended that you bring your own satellite. Regular reception is poor at best and offers few channels.

Community Resources

Computer Services

Computer and internet service is available at the Teton County Library (125 Virginian Lane). The library computers may be reserved for up to 45 minutes at a time. There are printers available at a nominal cost. For more information, call 733-2164. Computer services are also available for a fee at Mountunes/ Bits and PCs (265 W Broadway). For further information on rates, call 733-4514.

Hospital

St. John's Hospital is located just west of the Refuge Headquarters. For emergencies, call 911; for non-emergencies, call Teton County Sheriff's Office at 733-2331.